

# SCHOOL OF EDUCATION AND BUSINESS (BUSINESS UNITS) TEXT BOOK LIST - SEMESTER 1, 2019



Students are advised to order textbooks in time for delivery for the beginning of semester.

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Texts may be available direct from the publisher.

UNIT	REQUIRED TEXTS
<b>BZ100</b> <b>Introduction to Business and Management</b> <i>(Internal/External)</i>	No text required. Readings will be supplied via the Moodle™ web page for this unit.
<b>BZ101</b> <b>Business Communication</b> <i>(Internal/External)</i>	Eunson, B. (2016). <i>C21 : Communicating in the 21st century</i> (4th ed.). Milton, Qld: Wiley. ISBN9780730315476 (pbk)
<b>BZ102</b> <b>Accounting Principles</b> <i>(Internal/External)</i>	Nobles, T., Mattison, B., Matsumura, E., Best, P., Fraser, D., Tan, R. & Willett, R. (2016). <i>Hornsgren's Financial Accounting</i> (8th ed.). Melbourne, Australia: Pearson Australia. ISBN 9781486021079
<b>BZ195</b> <b>Undergraduate Independent Study I</b> <i>(Internal/External)</i>	See relevant unit outline.
<b>BZ201</b> <b>Data Analysis</b> <i>(Internal/External)</i>	Selvanathan, A., Selvanathan, S., & Keller, G. (2017). <i>Business statistics: Abridged - Australia New Zealand with student resource access for 12 months</i> (7th rev. ed.). South Melbourne, VIC: Cengage Learning. ISBN 9780170369473
<b>BZ211</b> <b>Financial Accounting</b> <i>(Internal/External)</i>	Nobles, T., Mattison, B., Matsumura, E., Best, P., Fraser, D., Tan, R. & Willett, R. (2016). <i>Hornsgren's Financial accounting</i> (8th ed.). Frenchs Forest, NSW: Pearson Education Australia. ISBN 9781486021079.  Pabst, W. & Perrin, B. (2013). <i>Let it snow: A combined manual and computerised accounting practice set using MYOB AccountRight Plus Version 19</i> . Milton, QLD: John Wiley & Sons. ISBN 9780730305682.
<b>BZ213</b> <b>Company Accounting</b> <i>(Internal/External)</i>	Leo, K., Knapp, J., McGowan, S., & Sweeting, J. (2018). <i>Company accounting</i> (11th ed.). Milton, QLD: John Wiley & Sons. ISBN 9780730350613
<b>BZ230</b> <b>International Business</b> <i>(Internal/External)</i>	Cavusgil, S. T., Knight, G., Riesenberger, J. R., Rammal, H. G., & Rose, E. L. (2015). <i>International business: The new realities</i> (Australasian 2ed.). Frenchs Forest, NSW: Pearson Australia. ISBN 9781486011049 (pbk)

<b>BZ231</b>	<b>Human Behaviour in Organisations</b> <i>(Internal/External)</i>	Robbins, S. P., Judge, T., Millett, B., & Boyle, M. (2017). <i>Organisational Behaviour</i> (8th ed.). Frenchs Forest, NSW: Pearson Education Australia. ISBN 9781488609329
<b>BZ253</b>	<b>Creativity in Entrepreneurship</b> <i>(Internal/External)</i>	Nil.
<b>BZ300</b>	<b>Christian Philosophy of Business</b> <i>(Internal/External)</i>	Johnson, C. N. (2009). <i>Business as mission: A comprehensive guide to theory and practice</i> . Downers Grove, IL: IVP Academic. ISBN 9780830838653(pbk)
<b>BZ319</b>	<b>Accounting Internship/Project</b> <i>(Internship)</i>	Nil. Readings may be set by the Unit Coordinator.
<b>BZ331</b>	<b>Change Management in Organisations</b> <i>(Internal/External)</i>	Waddell, D., Creed, A., Cummings, T., & Worley, C. (2017). <i>Organisational Change Development and Transformation</i> (6th ed.). Sydney, NSW: Cengage Learning. ISBN 9780170366687
<b>BZ339</b>	<b>Management Internship/Project</b> <i>(Internship)</i>	Nil. Readings may be set by the Unit Coordinator.
<b>BZ359</b>	<b>Marketing Internship/Project</b> <i>(Internship)</i>	Nil. Readings may be set by the Unit Coordinator.
<b>BZ379</b>	<b>Business Administration Internship/Project</b> <i>(Internship)</i>	Nil. Readings may be set by the Unit Coordinator.
<b>BZ510</b>	<b>Financial Management</b> <i>(External)</i>	Hancock, P., Robinson, P., and Bazley, M. J. (2015). <i>Contemporary accounting a strategic approach for users</i> (9th ed.). China: Cengage Learning ISBN9780170261999  Additional readings will be supplied via the Moodle™ web page for this unit.
<b>BZ530</b>	<b>Leadership for Managers</b> <i>(External)</i>	Nil.
<b>BZ540</b>	<b>Purpose Driven Business</b> <i>(External)</i>	Johnson, C. N. (2009). <i>Business as mission: A comprehensive guide to theory and practice</i> . Downers Grove, IL: Inter-Varsity Press. ISBN 9780830838653(pbk)  Van Duzer, J. (2010). <i>Why business matters to God: And what still needs to be fixed</i> . Downers Grove, IL: Inter-Varsity Press. ISBN 9780830838882
<b>BZ550</b>	<b>Marketing Management and Fundraising</b> <i>(External)</i>	Kotler, P., Burton, S., Deans, K., Brown, L., & Armstrong, G. (2013). <i>Marketing</i> (9th ed.). Frenchs Forest, NSW : Pearson Education ISBN 9781442549425  Additional readings will be supplied.
<b>BZ691</b>	<b>Business Research Project A</b> <i>(External)</i>	Wilson, J. (2014). <i>Essentials of business research: A guide to doing your research project</i> (2nd Revised ed.) London: Sage Publications ISBN9781446257333(pbk)
<b>BZ692</b>	<b>Business Research Project B</b> <i>(External)</i>	Wilson, J. (2014). <i>Essentials of business research: A guide to doing your research project</i> (2nd Revised ed.) London: Sage Publications ISBN9781446257333(pbk)
<b>CS116</b>	<b>Christian Foundations for Work and Vocation I</b> <i>(Internal/External)</i>	No textbook required.  Additional reading will be provided on the Moodle™ page

<b>CS216</b> <b>Christian Foundations for Work and Vocation II</b> <i>(Internal/External)</i>	Smith, J.K.A. (2016). <i>You are what you love: The Spiritual Power of Habit</i> . Grand Rapids, MI: Baker. ISBN 9781587433801
<b>CS316</b> <b>Christian Foundations for Work and Vocation III</b> <i>(Internal/External)</i>	Henderson, P. & Fox, J. (2008). <i>Silent Legacy: The unseen ways great thinkers have shaped our culture</i> . Auckland, NZ: Maxim Institute ISBN 0958265291  Sire, J. W. (2009). <i>The Universe next door: A basic worldview catalog</i> (5th revised ed.). Downers Grove, IL: Intervarsity Press. ISBN1844744205